

**Kentucky Department for Libraries and Archives
Archives and Records Management Division
Archival Services Branch**

Duplication Policy

This policy governs the duplication of original records and allows the Archives and Records Management Division of the Kentucky Department for Libraries and Archives to more effectively serve its customers and to protect the records in its care.

Photocopying charges support maintenance and purchase of duplication equipment and supplies.

- All photocopying of original records must be done by staff.
- Photocopy requests must be made no later than 3:30.
- Photocopying of original records is limited to 25 copies per day, per customer. This allows staff to remain available for assistance to other customers in the Research Room.
- Copies in excess of 25 pages will be routed to the Archives Center for duplication. Customers will be contacted with information on total costs and payment methods within one week of the copy request. After payment is received, copies will be completed and mailed. Staff may recommend reproducing records in an alternate format for high-volume requests.
- Copy quality depends on the condition and legibility of the original records. Staff cannot copy records that are too fragile or otherwise unsuitable for photocopying.
- Oversized documents (larger than 11x17) will be copied in sections.
- Personal duplication devices (including, but not limited to, film and video cameras and scanners) are not permitted without prior approval. Digital cameras, without flash, are allowed.
- Requests for duplication of photographs are handled on a case-by-case basis. Please call (502) 564-1771 to schedule an appointment prior to visiting the Research Room.
- Customers assume the responsibility for complying with copyright restrictions governing use of requested items. (See U.S. Code, Title 17).

Archives Research Room
Kentucky Dept. for Libraries & Archives
P.O. Box 537, 300 Coffee Tree Road
Frankfort, KY 40602
(502) 564-1770